



MANUFACTURED HOUSING BROKER APPLICATION

OFFICE OF HOUSING, BUILDINGS & CONSTRUCTION
MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT KY 40601-5405
PHONE (502) 573-1795 FAX: (502) 573-1004

This application must be **COMPLETED** in detail and **PRINTED**. No application will be reviewed unless the instructions herein are complied with. All statements made in this application are subject to the penalties of perjury as set forth in the certificate at the end of the application.

Applicant, as used in this application, means an individual operating in his/her name or under an authorized assumed name; two or more partners operating as a partnership or under an authorized assumed name; and any person with an ownership interest in the proposed business. This application must be approved by the Manufactured Home Certification and Licensure Board.

BROKERS REGULATIONS: 815 KAR 25: 060 SECTION 2 (3) AS RELATES TO KRS 227.550-660 AND 227.990

Section 8. Broker License.

- (1) A broker of manufacture housing shall not engage in business in this state without a license issued by this office upon application.
- (2) If a person who sells manufactured homes and offers for sale used manufactured homes only as a negotiator or broker for a fee, commission, compensation or other valuable consideration, the person shall apply for and be issued a license as a broker for that limited function pursuant to this administration regulation with the following conditions:
 - (a) His established place of business may be his business address and the broker shall not be required to have a hard surface lot for display and repair; and
 - (b) The units being sold by the Broker shall be inspected by the office or a Certified Kentucky Retailer and the "B" Seal of approval or salvage label shall be affixed to the unit prior to offering it for sale.
1. All licenses will expire on the **birth month of the Primary Owner or the Date of Incorporation, whichever applies.** Please use the prorated chart enclosed for your initial application fee. Annual renewal fee will be \$250.00 thereafter.

2. Name of Broker: _____.

3. Corporation Name: _____ Incorporation Date: _____

Chief Managing Officer: _____

4. **A Certificate of General Liability Insurance with this office listed as the certificate holder (as listed on letterhead above) must be attached.**
5. Name of owner or partners (principle owners or corporate officers – indicate percent of business owned and title):

<u>NAME</u>	<u>PERCENT</u>	<u>TITLE</u>	<u>DATE</u>

- (1) Location of established place of business, as defined in KRS 227.550

Street/Mailing Address	City	State	Zip Code
County	Phone #	Fax#	E-mail

- (6) Do you own the property occupied by the dealership? YES NO
If no, the name and address of the landlord or lessor.

- (7) Approximate size of office (can not be residence): _____

- (8) Do you have a suitable sign with the broker name and type of dealership? YES NO

The undersigned states that he/she is the applicant or the authorized signature of the applicant; that he/she has an established place of business as that term is defined in KRS 227.550. That he/she has read the statement contained in this application and that the same are true and correct. That statement made herein are made under full and complete knowledge of penalty or perjury and that fraudulent or misleading statements may be grounds for suspension, revocation or denial of the license for which this application is submitted. Pursuant to KRS 227.550, he/she authorizes the Office of the State Fire Marshal to obtain sufficient financial information to establish our ability to comply with the requirements of the Mobile Home and Recreational Vehicle Act. I hereby certify compliance with the applicable standards for KRS 227.550-227.660 and all regulations thereunder.

THIS SECTION MUST BE INITIALED:

_____ (Initial) I am not in default of any student loans backed by the KHESS (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by KHEAA, I cannot receive a **Kentucky Brokers License** at this time.

_____ (Initial) I confirm that all information contained in and submitted with this application is current and true to the best of my knowledge.

Signature of Applicant: _____ DATE: _____
Social Security Number Home Phone Number



ZONING/LAND USE AUTHORITY FORM

OFFICE OF HOUSING, BUILDING & CONSTRUCTION
MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405

This is to certify that the _____ County/City
(Name of County/City)

zoning authority has authorized the following address _____

(Street address of dealership)

as suitable and legally fit as a Manufactured/Mobile Home Sales and Service Center (Retail Dealer), location, at which the business of a dealer, including the DISPLAY OF HOMES, may be lawfully carried on in accordance with the terms of all applicable building codes, zoning and other land use regulatory ordinances.

Signature of County Judge Executive or Chief Zoning Official

Date

_____ Zoning is not applicable in the above listed county/city.

Signature of County Judge Executive or Chief Zoning Official

Date



MANUFACTURED HOUSING BROKERS

Use This Chart To Locate The Correct Fee For This Application

For a NEW APPLICATION the fee is based on your birth month and the month in which you apply (see column for **New MH Broker**).

Example: (see highlighted area in the January chart). If you were born in October and you are applying in January then your application fee is \$437.47. This license would be valid for 21 months, expiring at the end of the following year.

Each time you renew after your birth month/incorporation date, your license will be valid for one year and will always renew in your birth month/incorporation date with a renewal fee of \$250.00.

If you apply in January

Birth month	Duration (Months)	New MH Broker		Renewal MH Brokerr
January	12	\$250.00		\$250.00
February	13	\$270.83		
March	14	\$291.66		
April	15	\$312.49		
May	16	\$333.32		
June	17	\$354.15		
July	18	\$374.98		
August	19	\$395.81		
September	20	\$416.64		
October	21	\$437.47		
November	22	\$458.30		
December	23	\$479.13		

If you apply in February

Birth month	Duration (Months)	New MH Broker		
January	23	\$479.13		
February	12	\$250.00		
March	13	\$270.83		
April	14	\$291.66		
May	15	\$312.49		
June	16	\$333.32		
July	17	\$354.15		
August	18	\$374.98		
September	19	\$395.81		
October	20	\$416.64		
November	21	\$437.47		
December	22	\$458.30		

If you apply in March

Birth month	Duration (Months)	New M Broker H		
January	22	\$458.30		
February	23	\$479.13		
March	12	\$250.00		
April	13	\$270.83		
May	14	\$291.66		
June	15	\$312.49		
July	16	\$333.32		
August	17	\$354.15		
September	18	\$374.98		
October	19	\$395.81		
November	20	\$416.64		
December	21	\$437.47		

If you apply in April

Birth month	Duration (Months)	New MH Broker		
January	21	\$437.47		
February	22	\$458.30		
March	23	\$479.13		
April	12	\$250.00		
May	13	\$270.83		
June	14	\$291.66		
July	15	\$312.49		
August	16	\$333.32		
September	17	\$354.15		
October	18	\$374.98		
November	19	\$395.81		
December	20	\$416.64		

If you apply in May

Birth month	Duration (Months)	New MH Broker		
January	20	\$416.64		
February	21	\$437.47		
March	22	\$458.30		
April	23	\$479.13		
May	12	\$250.00		
June	13	\$270.83		
July	14	\$291.66		
August	15	\$312.49		
September	16	\$333.32		
October	17	\$354.15		
November	18	\$374.98		
December	19	\$395.81		

If you apply in June

Birth month	Duration (Months)	New MH Broker		
January	19	\$395.81		
February	20	\$416.64		
March	21	\$437.47		
April	22	\$458.30		
May	23	\$479.13		
June	12	\$250.00		
July	13	\$270.83		
August	14	\$291.66		
September	15	\$312.49		
October	16	\$333.32		
November	17	\$354.15		
December	18	\$374.98		

If you apply in July

Birth month	Duration (Months)	New MH Broker		
January	18	\$374.98		
February	19	\$395.81		
March	20	\$416.64		
April	21	\$437.47		
May	22	\$458.30		
June	23	\$479.13		
July	12	\$250.00		
August	13	\$270.83		
September	14	\$291.66		
October	15	\$312.49		
November	16	\$333.32		
December	17	\$354.15		

If you apply in August

Birth month	Duration (Months)	New MH Broker		
January	17	\$354.15		
February	18	\$374.98		
March	19	\$395.81		
April	20	\$416.64		
May	21	\$437.47		
June	22	\$458.30		
July	23	\$479.13		
August	12	\$250.00		
September	13	\$270.83		
October	14	\$291.66		
November	15	\$312.49		
December	16	\$333.32		

If you apply in September

Birth month	Duration (Months)	New MH Broker		
January	16	\$333.32		
February	17	\$354.15		
March	18	\$374.98		
April	29	\$395.81		
May	20	\$416.64		
June	21	\$437.47		
July	22	\$458.30		
August	23	\$479.13		
September	12	\$250.00		
October	13	\$270.83		
November	14	\$291.66		
December	15	\$312.49		

If you apply in October

Birth month	Duration (Months)	New MH Broker		
January	15	\$312.49		
February	16	\$333.32		
March	17	\$354.15		
April	18	\$374.98		
May	19	\$395.81		
June	20	\$416.64		
July	21	\$437.47		
August	22	\$458.30		
September	23	\$479.13		
October	12	\$250.00		
November	13	\$270.83		
December	14	\$291.66		

If you apply in November

Birth month	Duration (Months)	New MH r Broker		
January	14	\$291.66		
February	15	\$312.49		
March	16	\$333.32		
April	17	\$354.15		
May	18	\$374.98		
June	19	\$395.81		
July	20	\$416.64		
August	21	\$437.47		
September	22	\$458.30		
October	23	\$479.13		
November	12	\$250.00		
December	13	\$270.83		

If you apply in December

Birth month	Duration (Months)	New MH Broker		
January	13	\$270.83		
February	14	\$291.66		
March	15	\$312.49		
April	16	\$333.32		
May	17	\$354.15		
June	18	\$374.98		
July	19	\$395.81		
August	20	\$416.64		
September	21	\$437.47		
October	22	\$458.30		
November	23	\$479.13		
December	12	\$250.00		